

*Kind :*

*would you keep all this together .*

\*GSA Declassification&Release Instructions In ERU File - No Referral To GSA\*

DD/S 71-0631

GENERAL SERVICES ADMINISTRATION

WASHINGTON, D.C. 20405

FEB 22 1971

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Honorable Richard Helms  
Director, Central Intelligence  
Agency  
Washington, D.C. 20505

Dear Mr. Helms:

In response to Mr. Coffey's letter of January 25, authorization is hereby granted to you to serve alcoholic beverages at your headquarters in McLean, Virginia, as an exception to section 101-19.306 of the Federal Property Management Regulations and subject to the following:

1. The serving of alcoholic beverages will be completely arranged for by the hosting official, and General Services Administration building custodial, craft, or contract personnel will not be involved as participants, onlookers, or in any other manner.
2. The hosting official will be fully responsible for the proper management of affairs at which alcoholic beverages are to be served to assure appropriate conduct by participants at all times.
3. Full or partially filled alcoholic beverage bottles, glasses, or other containers will be handled so as to preclude GSA building custodial, craft, or contract personnel or other unauthorized persons from having access thereto during or following affairs at which alcoholic beverages are served.

Sincerely,

Robert L. Kunzig  
Administrator

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And

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WASHINGTON, D.C. 20505

OGC 71-0088

25 January 1971

The Honorable Robert L. Kunzig  
Administrator of General Services  
18th and F Streets, N. W.  
Washington, D. C. 20405

Dear Mr. Kunzig:

This is to request an exemption from the prohibition of the General Services Administration regulation (41 C.F.R. 101-19. 306) to permit the use of alcoholic beverages on the Federal property occupied by this Agency at McLean, Virginia.

As you know, the Agency's headquarters are in McLean and the Director, his senior staff, and the major portion of our employees are located here. From time to time it is necessary for the Director and other senior officials to meet with foreign officials and individuals as well as influential American citizens from private life. Normally, there are security considerations pertaining to such official contacts, and in many instances our guests request that these meetings not be publicized or readily observable. We cannot, therefore, provide appropriate social amenities in public places. In addition, there are commemorative or similar events which should be appropriately recognized with participation of Agency personnel as well as citizens from private life. Because of the security relating to the identity of certain of these individuals or their relation to the Agency or the United States Government, again we are unable to use public facilities. At meetings of this sort, it is customary to serve alcoholic beverages in moderation. It is for these reasons that we believe we need the exemption referred to above. We would maintain strict controls on such activities, with particular regard for the protection of Government property and for the reputation of the Government and its employees.

*W*  
*Dr. [Signature]*

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We, of course, will be glad to submit any additional information or to meet with you or other CSA officials concerning this request.

Sincerely,

(signed) John W. Coffey

John W. Coffey  
Deputy Director  
for Support

OCC:RHL:sin (19 Jan 71)

Distribution:

Original - Addressee

2 - DDS <sup>Chromo, Subject</sup>

1 - OGC

1 - D/L on 28 Jan 71

D/L Distribution:

1 - OI/LSD

Subpart 101-19.3---Conduct on  
Federal Property

§ 101-19.300 Applicability.

These rules and regulations apply to all property under the charge and control of the General Services Administration and to all persons entering in or on such property. Each occupant agency shall be responsible for the observance of these rules and regulations.

§ 101-19.301 Recording presence.

Except as otherwise ordered, property shall be closed to the public after normal working hours. Properties shall also be closed to the public in emergency situations and at such other times as may be necessary for the orderly conduct of the Government's business. Admission to properties during periods when such properties are closed to the public will be limited to authorized individuals who may be required to sign the register and/or display identification documents when requested by the guard, watchman, or other authorized individuals.

§ 101-19.302 Preservation of property.

The improper disposal of rubbish on property; the spitting on property; the creation of any hazard on property to persons or things; the throwing of articles of any kind from a building; the climbing upon the roof or any part of the building; or the willful destruction, damage, or removal of property or any part thereof, is prohibited.

§ 101-19.303 Conformity with signs and emergency directions.

Persons in and on property shall comply with official signs of a prohibitory or directory nature, and, during emergencies, with the directions of authorized individuals.

§ 101-19.304 Disturbances.

The disorderly conduct on property, or conduct on property which creates loud and unusual noise, or which obstructs the usual use of entrances, foyers, corridors, offices, elevators, stairways, and parking lots, or which otherwise tends to impede or disturb the public employees in the performance of their duties, or which otherwise impedes or disturbs the general public from obtaining the administrative services provided

on property, is prohibited. The occupant agency involved in a disturbance shall have the initial responsibility for coordinating the observance of this rule by the public.

§ 101-19.305 Gambling.

Participating in games for money or other personal property, or the operation of gambling devices, the conduct of a lottery or pool, or the selling or purchasing of numbers tickets, in or on property, is prohibited.

§ 101-19.306 Alcoholic beverages and narcotics.

The entering on property or the operating of a motor vehicle on property, by a person under the influence of alcoholic beverage or narcotic drug is prohibited. The use of any narcotic drug on property is prohibited. The use of alcoholic beverage on property is prohibited except on occasions and on property upon which the Administrator of General Services has for appropriate official uses granted an exemption permit in writing.

§ 101-19.307 Soliciting, vending, and debt collection.

The soliciting of alms and contributions, commercial soliciting and vending of all kinds, the display or distribution of commercial advertising, or the collecting of private debts, in or on property, is prohibited. This rule does not apply to national or local drives for funds for welfare, health, and other purposes sponsored or approved by the occupant agencies, concessions, or personal notices posted by employees on authorized bulletin boards.

§ 101-19.307a Distribution of handbills.

The distribution of material such as pamphlets, handbills, and flyers, is prohibited without prior approval of an authorized official of the agency occupying the space where the material is to be distributed.

§ 101-19.308 Photographs for news, advertising, or commercial purposes.

Photographs for news, advertising, or commercial purposes may be taken in space occupied by a tenant agency only with the consent of the occupying agency concerned. Except where security regulations apply, or a Federal court order or rule prohibits it, photographs for news

101-19.303

purposes may be taken in entrances, lobbies, foyers, corridors, or auditoriums when used for public meetings. Subject to the foregoing prohibitions, photographs for advertising and commercial purposes may be taken only with written permission of an authorized official of the agency occupying the space where the photographs are to be taken.

§ 101-19.309 Dogs and other animals.

Dogs and other animals, except seeing-eye dogs, shall not be brought upon property for other than official purposes.

§ 101-19.310 Vehicular and pedestrian traffic.

(a) Drivers of all vehicles in or on property shall drive in a careful and safe manner at all times and shall comply with the signals and directions of guards and all posted traffic signs;

(b) The blocking of entrances, drive-ways, walks, loading platforms, or fire hydrants in or on property is prohibited;

(c) Except in emergencies, parking in or on property is not allowed without a permit. Parking without authority, parking in unauthorized locations or in locations reserved for other persons or continuously in excess of 18 hours without permission, or contrary to the direction of posted signs is prohibited. This section may be supplemented from time to time, with the approval of the appropriate Regional Administrator, by the issuance and posting of specific traffic

directives as may be required, and when so issued and posted such directives shall have the same force and effect as if made a part hereof.

§ 101-19.311 Weapons and explosives.

No person while on property shall carry firearms, other dangerous or deadly weapons, or explosives, either openly or concealed, except for official purposes.

§ 101-19.312 Nondiscrimination.

There shall be no discrimination by segregation or otherwise against any person or persons because of race, creed, color, or national origin, in furnishing, or by refusing to furnish to such person or persons the use of any facility of a public nature, including all services, privileges, accommodations, and activities provided thereby on property.

§ 101-19.313 Penalties and other law.

Whoever shall be found guilty of violating the rules and regulations in this Subpart 101-19.3 while on Government-owned property is subject to fine of not more than \$50 or imprisonment of not more than 30 days, or both. (40 U.S.C. 313c.) Nothing contained in these rules and regulations shall be construed to abrogate any other Federal laws or regulations or any State and local laws and regulations applicable to any area in which the property is situated.

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Approved For Release 2001/06/09 : CIA-RDP79-00498A000100150021-1

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5. Also attached is a copy of [REDACTED] memo on serving food and beverages at the Headquarters building for which reimbursement is received from the visiting group. Note the underlined portion of paragraph 3, which would seem to nullify our concern that application for the employer's identification number would automatically alert the State to collect appropriate taxes.